

SECRET

OFFICE OF THE DIRECTOR

Action Memorandum No. **A-320**

Date **4 December 1963**

TO : Director of Personnel
VIA : Deputy Director/Support
SUBJECT : On-Duty Strength: Entrance on Duty of New Employees

REFERENCE:

1. Effective immediately the strength of all components in CIA is frozen at the on-duty strength as of 30 November 1963. New employees will not be entered on duty if such action raises the strength of any component above the 30 November 1963 level without my personal permission. Exceptions will be granted only for specialists who are on priority list for recruitment. The Director of Personnel will provide me with a weekly report on all EOD's with an indication in each instance of the effect on the on-duty strength of the acquiring component.

2. In the meantime we will be examining, together with appropriate components, methods for reducing on-duty strength to the ceiling established by the Bureau of the Budget.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

cc: **DD/S**
DD/P
DD/I
DD/ST
General Counsel
Inspector General
D/NIPE

SECRET

(CLASSIFICATION)